Faculty Development Council Track 2: Fellows Program Application Package

Thank you for considering applying to the Faculty Development Council Fellows program. This document contains everything you will need to apply.

Contents

Links

InfoReady Faculty Opportunities page: https://southalabama.infoready4.com/#facultyopps

Access to Cayuse: http://bit.ly/cayuseaccess

Process Workshop registration: http://bit.ly/processworkshops
If you have never used Cayuse before, either for an external or internal proposal, you may want to sign up for this workshop, which will walk you through the application process.

Department of Research Communications, Development & Learning
Proposal Development Tools: Internal Funding

Matt Reichert | 251.460.6628 | reichert@southalabama.edu
Angela Jordan | 251.460.6507 | ajordan@southalabama.edu

Office of Research & Economic Development
Internal Funding Program Applicant Checklist

CHECKLIST	COMMENTS
☐ Take the Internal Funding Process Workshop: http://bit.ly/processworkshops Required for new applicants to the Seed Grant to Support the Arts & Humanities and strongly recommended for first-time applicants to other programs.	New to South or applying for internal funding with us for the first time? Taking our internal funding process workshop will familiarize you with the online systems and application requirements.
☐ Using InfoReady for the first time? Create your login and then update your profile with your department information under "Primary Organization."	Seed Grant applicants can now enter their regular department and IGNORE the following category (Arts and Sciences - Seed Grant Program to Support the Arts and Humanities Applicants ONLY).
☐ Application package uploaded to InfoReady.	Can be done in parallel, e.g. simultaneously, with Cayuse SP submission.
☐ Using Cayuse SP for the first time? Request account creation using the Change Request form on the Sponsored Projects website.	Program guidelines link to the page where this can be found. ALLOW SEVERAL DAYS FOR ACCOUNT CREATION!
☐ Proposal record created in Cayuse SP following instructions given in program guidelines appendix.	
☐ In Cayuse SP, be sure you have entered BOTH a grant administrator AND proposal editor. In some units this will be the same person while in others they will be different.	Grant Administrator goes on the "General Information" tab. Proposal Editor goes on the "Investigators/Research Team" tab.

☐	Does your co-PI really need to be entered in Cayuse SP? (Ignore if you don't have a co-PI.)	If your co-PI is providing time to the grant and is either funded or providing cost-share, AND/OR if their department is providing any resources for the project, then the answer is YES. If your "co-PI" is more of a consultant or advisor, then the answer may be NO. This applies to co-PIs internal to USA.
☐	Detailed (NOT Summary) budget entered in Cayuse SP.	
☐	In Cayuse SP, budget is ONLY for funds requested from ORED.	DO NOT enter full project budget if it is larger than the amount requested.
☐	In Cayuse SP, **Research Comm, Dvlp & Lrng** is added as an approving unit, and is listed as the final approver in the routing order.	You will need to manually add RCDL AND manually change the number to be the last one in the routing order.
☐	In Cayuse SP, proposal is submitted for routing AT LEAST one day in advance of the program deadline.	Department chairs and deans are often traveling and unable to promptly make approvals. Plan for this possibility and route your proposal well in advance of the deadline.

Office of Research & Economic Development Internal Funding Program

Matthew Reichert 251.460.6628 reichert@southalabama.edu
Angela Jordan 251.460.6507 ajordan@southalabama.edu

Overview

The Faculty Development Council Fellows Program (FDCFP) was created to provide junior faculty with a structured, incentivized framework for developing a significant proposal for external funding or prestigious fellowships. The broader goal of the program is to support outstanding faculty who have a future as accomplished grant seekers and mentors to faculty who are their juniors. $20,000 has been allocated for this program in fiscal year 2022, with four individual awards of $5000. Since we did not run a cohort of Fellows in 2021, this will be the third year of the program.

NOTE: Applicants to Faculty Development Council programs must select either the Fellows track or the Grant track. Applicants should NOT apply to both programs.

Candidates well-suited for the FDCFP will be on their way to establishing a footprint in their field, e.g. having a track record of publications or creative works, being the recipient of small grants, serving as a co-PI, or having a sub-award.

Applicants must identify a specific grant or fellowship that they intend to apply for within the year of the award term. Potential targets could include the NSF CAREER program, NIH K program, a Fulbright fellowship, or similar career-oriented funding. However, applicants are not restricted to these types of programs as long as they can make a case that the targeted funding will have a significant impact on their career development. Contact with agency program officers is a required part of the program.

Applicants must be nominated by their department chair and include a letter of support as part of their application (see Section e. below for details).

FDC FELLOWS PROGRAM

Applications due: 11/1/21

Awards announced: 12/3/21

Orientation: 12/13/21

Program begins: Jan 2022

Four awards of $5000 will be made.

Fellows receive $500 upon orientation.

Fellows attend a structured, semester-long program focused on proposal development.

Fellows receive $4000 in January to use for project development.

Once the proposal is submitted, Fellows receive the final $500.

FUNDING CAN BE USED FOR:

Faculty summer salary (9 month employees only);

Graduate or undergraduate student support of the project;

Equipment and supplies, except for computers, software, and printers;

USA Service Center fees;

Participant support costs;

Travel to meet with federal agency program officers;

Travel to conduct research, scholarly, or creative activities (not conference travel).

If the applicant's targeted funding will be a resubmission of a previously declined proposal, the proposal and reviewer comments/feedback must be submitted as part of the application to the FDCFP.

Eligibility

Notice of Intent to submit is NOT required.

ELIGIBLE: Full-time tenure-track assistant professors in continuous appointments and in good standing are eligible to apply.

INELIGIBLE: The following are not eligible to apply: non-tenure track assistant professors; associate and full professors; faculty known to be in their last year of employment; faculty in temporary positions; and faculty who are on leave without pay or on sabbatical at an institution other than USA are not eligible to receive awards during the leave or sabbatical period.

Additionally, Fellows from prior years may not reapply. Previous Fellows will continue to receive support for their projects from the department of Research Communications, Development and Learning.

LIMITATIONS ON FREQUENCY OF FUNDING: Faculty may receive up to two Faculty Development Council awards (only one of which may be a Track 2 Fellows award) within a five-year period.

Faculty may hold only one internal award from the Office of Research and Economic Development at a time.

IMPORTANT NOTE: Barring truly exceptional circumstances (e.g. hurricanes or medical emergencies), if a Fellow does not attend all the FDCFP programming, they are at risk of having their award rescinded.

Constructing the Application

A complete application will contain the following sections.

a. Abstract (150 words maximum)

- On the first page of the application, include a 150-word abstract of the proposed project.

b. Project Description (two-page maximum)

- Identify the funding opportunity you plan to pursue. Include the agency, program name and number, deadline, and link to the funding opportunity online.
- **Your project should be written in language that can be understood by an educated non-expert; avoid jargon and technical details that would only be accessible to an expert in the field**. The interdisciplinary review panel is made up of faculty from across the university.

- Since proposal writing is the end of a process that begins with scholarship and research, describe the project for which you are seeking funding within the context of the research you have conducted to this point in your career. You will need to discuss both the project for which you are seeking funding and the work that you have previously done that positions you to carry out the project if it were ultimately to be funded. You should also discuss your work in the context of your field and state the importance of the proposed work to the field of study. Additionally, explain the significance of the funding opportunity and proposed project for your career development.

c. References Cited (one-page maximum)

- Standard citation format for the applicant's academic field can be used.

d. Commitment from Faculty Coach

- Applicants must recruit a faculty coach who will work with them on their proposal over the course of the semester. The coach should be a funded researcher or scholar, ideally with funding from the organization the applicant is targeting. The coach is not required to be from the University of South Alabama. Coach responsibilities include attending a portion of the meetings and providing feedback on documents and drafts produced during the program. Upon completion of the program coaches who have met the requirements will receive $250 to be placed into their university developmental account. Include a brief letter of commitment from your coach.

e. Departmental Letter of Support

- Include a brief letter of support from your department chair (or equivalent) acknowledging the submission and confirming the applicant's suitability for the program.

f. Project Budget and Budget Justification (two-page maximum)

The total award is $5,000 and will be distributed on the following schedule:

- $500 upon orientation
- $4,000 in January 2022
- $500 for Fellows who submit the planned proposal for external funding within the award term, to be put into the faculty member's university developmental account.

Applicants should provide a budget for the full $5000.

NOTE ON CORONAVIRUS: *At the time of this program update, the pandemic is still ongoing and new variants or surges could prompt changes in policy. Any university restrictions on research activities and travel are applicable to projects funded under this program, and subject to change.* ***If you hope to use funds for travel, it is recommended that you describe alternative plans in the event that travel restrictions are put into effect in 2022****.*

- Allowable budget items include:
- Faculty summer salary;
- Supplies and consumables. However, computers, software, and printers are not allowable unless specifically justified and essential for the conduct of the project.
- Travel to meet with federal agency program officers as part of the proposal development process (applicants are encouraged to budget funds for this purpose).
- Travel for the purposes of research (Lodging, Per Diem and Airfare/Mileage; consult the USA Travel Office policy for reimbursement limits and regulations, especially for foreign travel). Travel to professional meetings or conferences is not allowable, except in the case of an arranged meeting with a program officer at the event.
- Service center service fees;
- Consulting fees. A signed letter documenting consultancy activities/scope, estimated number of hours to be committed to the project and hourly rate must be included if consulting fee expenditures are projected.
- Student hourly wages. Undergraduate and graduate student workers may be compensated for part-time work (< 20 hrs/wk) that directly supports the proposed project. Hourly rates above $13.00/hr for undergraduates and $17.50/hr for graduate students must be justified. Include the projected number of undergraduate and graduate student hours to be committed to the project.
- Participant support costs;
- Equipment. If equipment is requested, it must be clear to the Faculty Development Council that the equipment is necessary to achieve the objectives/specific aims of the project; it must be specifically allocable to the project.

The budget justification should briefly address all of the items listed in the budget.

No indirect cost charges will be applied to this program.

g. Biosketch and Current, Pending and Completed Support (four-page maximum, total)

- Applicants are required to use the biosketch format and page limit from the major federal agency that funds projects in their field, e.g. NSF, NIH, NEH, etc. Indicate the format used within the page header, e.g. "Jean Doe biosketch, NSF format."

- Include *all* sources of internal and external current (active, including awards in NCE status), pending (submitted) and completed support (within the last two years). Use the format required by the same federal agency as in the biosketch, above.

h. Previously Submitted Proposal and Reviewer Comments/Feedback

- If the applicant's targeted funding is a resubmission of a previously declined proposal, include the submitted proposal and copies of all reviewer comments, feedback, scores, etc. received from the funding agency.

Submitting the Application

If you have not previously submitted to our internal funding programs, you may want to attend our monthly process workshop which will familiarize you with the two submission platforms. Register at: http://bit.ly/processworkshops

1. Submit Proposal Documents in InfoReady

- Paste the text of the proposal abstract (item a) into the Abstract field in InfoReady. If special symbols are required that are not available in InfoReady's Abstract field, these may be replaced by ad-hoc workarounds or substitutes.
- Items a-h (if required) must be compiled as a single PDF and uploaded into InfoReady. The proposal should be formatted with 1" margins and a font size no smaller than 11 point; line spacing must be 1.0 or greater. ***Page limits for all sections should be observed.***

2. Obtain Institutional Approvals in Cayuse

- The proposal document cited above must be routed for departmental and school/college approval through the Cayuse platform and received by the Office of Research Communications, Development and Learning by the proposal due date. Detailed instructions about how to route the proposal through Cayuse are included as an appendix to this document.

3. Deadline

- The submission deadline is 5:00pm Monday, November 1, 2021.

Proposal Review Process

Applications will be reviewed by the Faculty Development Council, and applicants will be notified by December 4 whether they have been accepted into the program.

Award Administration

The term of the award is one year and will run from January 1, 2022 – December 31, 2022.

Fund numbers will be established by the Office of Grants and Contract Accounting. Post-award administration of the award is the responsibility of the PI, Department, and School/College.

Barring truly exceptional circumstances (e.g. hurricanes or medical emergencies), if a Fellow does not attend all the FDCFP programming, they are at risk of having their award rescinded.

> **Deadline:
> Monday
> November 1, 2021
> 5:00pm**

If a Fellow who has successfully completed the programming does not submit the targeted proposal within the one-year award term, the remaining $500 will revert to the Office of Research and Economic Development.

No-cost extensions will only be considered in the rare case of the targeted proposal deadline falling outside, but close to, the one-year award term. No-cost extension requests must be applied for at least 60 days prior to the end of the award at the ORED Faculty Development Program Post-Award Administration page on InfoReady. Unexpended funding remaining at the end of the term of the award, including the no-cost extension period, will revert to the Office of Research and Economic Development.

A final progress report must be submitted via InfoReady no later than 60 days after the end of the award period. Failure to submit a progress report on time will jeopardize submission eligibility for ORED-managed internal funding programs.

*The Office of Research Communications, Development and Learning may contact awardees for additional, ad hoc progress updates **for up to three years** following submission of the final progress report. The information may be used to highlight project impact and to comprehensively assess the effectiveness of the program.*

Appendix A: Cayuse SP Routing Guidelines for ORED Internal Funding Program Proposals

Institutional approval of ORED-sponsored internal funding program proposals is handled through Cayuse SP. (Internal funding submissions do NOT use Cayuse 424.) This applies to the following ORED-sponsored internal funding programs:

- Faculty Development Council Fellows Program
- Faculty Development Council Grant Program
- Research and Scholarly Development Grant Award Program
- Seed Grant in Support of the Arts and Humanities Award Program

Proposals can be created in Cayuse SP as soon as a submission is planned. Users can save the proposal without routing it and return later to enter more information and upload attachments. **It is best practice to start the process well in advance of the due date.** Users should also be aware that routing for institutional approvals can take time depending upon faculty and administrator availability, and should plan accordingly.

New Cayuse SP users will need to request account creation, which will take at least 24 hours. This can be done by going to the Sponsored Projects Administration website and using the green "Cayuse Research Suite Change Request" button. For the field that says "Please provide details of your change request" simply put "Requesting Cayuse account creation." You do NOT need to get authorization from your department chair.

At USA, Cayuse Research Suite has two modules: Cayuse SP and Cayuse 424.

- Cayuse SP is the proposal and award administration module that replaced paper Transmittal Sheets. SP electronically routes proposals for necessary University approvals, monitors proposal status, and interfaces with post-award activity. All proposals at the University of South Alabama will begin in SP whether submitted electronically or by an alternate method. It is not, however, a submission module.

- Cayuse 424 is the module through which most federal grant proposals can be created, reviewed for sponsor requirements, and electronically submitted by SPA. The 424 module is connected directly with Grants.gov. Proposals are checked throughout proposal development for compliance and when submitted, travel quickly to the directed Federal sponsor.

Click here to log in to
Cayuse Research Suite
Production (Live) Version

>>> Cayuse uses the JagNet authentication system. Click here for more information, including special "JagNet for USA Health" instructions for Health System employees. <<<

Click here to enter an
Cayuse Research Suite
Change Request

The following information will assist in completing information in Cayuse SP to obtain institutional approval. All fields within Cayuse SP designated with an asterisk (*) must be completed in each "page" to advance to routing the information.

The information presented below pertains only to the specific field information required for routing ORED-sponsored internal funding proposals and does NOT detail every field that needs completion.

[Cayuse SP Page] Start New Proposal

Sponsor Information

- Sponsor: when the keyword search box pops up, select the "No Sponsors" button
- Sponsor Program Name: Faculty Development Council

General Proposal Information

- Admin Unit: select the applicant's department
- Grant Administrator: select the College grant administrator
- Project Start/End Dates: 1/1/2022 – 12/31/2022
- Activity Code: Internal Competition
- Proposal Type: Internal Competition
- Instrument Type: Grant
- How will this proposal be submitted? Other
- Sponsor Deadline: 11/1/2021

When this page is saved, a green check mark will appear in the left hand menu by "General Information," and the full list of sections will be displayed.

[Cayuse SP Page] Investigators/Research Team

- Add the applicant with a role of Lead Principal Investigator. Designate the Person Months as 0 and the Sponsored Effort as 0%.
- Add the College Grant Administrator in a Proposal Editor Role (Person Months and Sponsored Effort % will be 0).

[Cayuse SP Page] Budget

Overview

- Budget Form: Detailed

- # of Budget Periods: 1
- Current Period: dates should be the same as Entire Project
- F&A Rates: 0%
- **NOTE: You need only enter a budget for the amount of funding you are requesting from ORED.** If you are getting the remainder of the project funding from elsewhere, that does not need to be listed in the budget within Cayuse SP.

[Cayuse SP Pages] Conflict of Interest, Regulatory Compliance, Subcontractors, Export Control, and Intellectual Property

- Must be completed accordingly.

[Cayuse SP Page] Proposal Abstract

- It is not necessary to make this abstract publically available.
- Upload the text of your 150-word abstract.

[Cayuse SP Page] Proposal Attachments

- Attach a copy of the application package (compiled PDF that will be submitted via InfoReady Review).

[Cayuse SP Page] Approving Units

Add Approving Unit

- Unit: Research Comm, Dvlp, & Lrng
- *Important – Research Comm, Dvlp, & Lrng must be designated with the highest number in the routing order before authorizing the unit listing.

If all of the items on the left-hand menu list show a green checkmark the proposal is ready to Submit for Routing.